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MERIT PROMOTION

Vacancy Announcement

ANNOUNCEMENT NUMBER: 04-196 (Applicants who applied to Announcement No. 04-140 must reapply)
POSITION: Director, Collection Development and Technical Services
SERIES/GRADE: PG-0301-15
SALARY RANGE: \$100,231 - \$130,305 PA
ISSUE DATE: 06/25/04
CLOSING DATE: 07/09/04
NUMBER OF VACANCIES: One
ORGANIZATION: Office of Information Dissemination/Superintendent of Documents
Collection Development and Technical Services
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: SLS-03
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

TO BE CONSIDERED FOR THIS POSITION, APPLICANTS MUST MEET THE FOLLOWING SELECTIVE PLACEMENT FACTOR:

Applicant must show demonstrated ability to plan, manage, direct, administer, and control an organization's programs for acquisition, bibliographic control, preservation, and storage and distribution of both tangible and electronic information.

The Selective Placement Factor must be summarized in a separate narrative statement that supports the applicant's ability to perform these specific duties. Failure to do so will result in a loss of consideration.

SUMMARY OF DUTIES/RESPONSIBILITIES: The incumbent plans, designs, oversees implementation and evaluates all GPO collection management activities and programs, working closely with agency managers and supervisors in the operational areas. Incumbent formulates program initiatives, strategies, and policies necessary to reach agency goals and objectives. The incumbent has full responsibility for planning, directing, and coordinating all activities and critical functions of the organization through subordinate managers and supervisors. Duties encompass management and supervision of four major multi-functional subordinate components: the **Office of Acquisitions & Development** which includes agency outreach to acquire tangible and electronic information products for all GPO information dissemination programs, including the Sales Program and the Federal Depository Library Program (FDLP), participation in Customer Service Teams for Plant Operations/Customer Services, product & service development and inventory management; the **Office of Bibliographic Services** which includes cataloging & indexing services for the sales and depository library programs/collections, maintenance of Superintendent of Documents Classification System, and establishment of item numbers; the **Office of Preservation** whose focus is on managing and preserving digital and physical materials in the collections and ensuring that they remain available for permanent public access; and the **Office of Product Storage & Distribution** which includes facility management, inventory control, storage and distribution services for the Sales, FDLP and the International Exchange Service.

***Appointee may be required to serve a one-year probationary period for Supervisory or Managerial positions.**

QUALIFICATIONS: Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is experience, which is directly related to this position and has equipped the candidates with the knowledge, skills, and abilities to successfully perform the duties as described above.

EVALUATION OF CANDIDATES: If you meet the Selective Placement Factor, we will evaluate your application against the knowledge, skills, abilities, and other characteristics (KSAOs) required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration. Applicants should be specific in documenting these areas in their application materials.

On plain paper, list each of the following knowledge, skills, abilities, and other characteristics (KSAOs) separately and explain how your experience, education, training, self-development activities, appraisals, awards, etc. related to each KSAO and this position. Please limit your narratives to one page per KSAO. KSAO summary statements that address all KSAOs together are not acceptable.

You must also submit narrative KSAO statements with your application package. Failure to do so will result in a loss of consideration.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS REQUIRED FOR THIS POSITION:

1. Knowledge of a broad and diverse range of functional areas associated with collection management and information dissemination in order to formulate and implement integrated operations and policies.
2. Mastery of a broad range of managerial concepts, principles, laws, regulations and policies in order to manage a dynamic organization. Ability to advise top management officials on all aspects of operations under his/her cognizance.
3. Skill in leading, directing, attracting, selecting, motivating, rewarding and training a large, diverse staff including knowledge of relevant human resource laws, policies, and procedures.
4. Expertise in analyzing execution performance in order to assess operational effectiveness, advise on corrective actions, and recommend alternative methods to achieve objectives.
5. Ability to think and act strategically in terms of the new agency objectives and mandates in order to lead organization through evolving and demanding change in terms of creating, directing, and implementing strategic plans.
6. Skill in representing agency and department viewpoints including identification and resolution of complex problems and issues.

ALL APPLICANTS MUST INCLUDE THE FOLLOWING:

Applicants may submit an Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume. If a resume is submitted, it must contain all pertinent data in the OF-612.

NOTE: Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

SELECTEES MUST SUCCESSFULLY PASS A DRUG TEST BEFORE APPOINTMENT.

GPO MAY PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Information Dissemination/Executive Service

Human Capital Department

U.S. Government Printing Office

Human Capital Department, Room C106, Stop: HCD

732 North Capitol Street, N.W.

Washington, DC 20401

FAX (202) 512-1292 **OR**

E-mail to: recruitment@gpo.gov (Applicants must specify the job title and announcement number in the subject line)

FOR ADDITIONAL INFORMATION CALL:

(202)512-1178

TDD (202) 512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES****

****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****